

## Getting there

### Getting to the Alliant Energy Center in Madison

Garden & Landscape Expo takes place at the Alliant Energy Center, 1919 Alliant Energy Center Way, Madison, Wis. If you're coming from out of town, take the Beltline (Hwy. 12/18) and exit at either John Nolen Drive or Rimrock Road. Follow the signs to the Alliant Center. *(See reverse for map.)*

For additional driving directions and a map go the Garden & Landscape Expo Web site, **wigardenexpo.com**. At the top of the site, click "Plan Your Visit."

### Parking

You will receive a parking pass for each day that you volunteer unless you are scheduled to work at **Exhibitor Check-In** on Thursday or Friday or **Photography Exhibit Setup** on Thursday. Parking will be free during those shifts and a pass is not required.

If you are planning to carpool or otherwise won't need a parking pass, we'd appreciate having the pass returned at volunteer check-in before your shift or to us by mail (our mailing address is on the back side of this sheet). PBS Wisconsin purchases parking passes at full price (\$8.00) for volunteers and can receive a refund if we turn them in before the end of the show.

### Handicap Parking Information

Handicap parking is located in front of the Exhibition Hall and in the back of the building near the administrative offices. The Alliant Energy Center is ADA compliant. *(See reverse for map.)*

### By Bus

Madison Metro Transit bus service has stops along John Nolen Drive, Olin Avenue and Rimrock Road. The City of Madison Metro Transit is going through many changes and schedules are subject to change. To plan your trip by bus, click Routes & Schedules at **cityofmadison.com/metro**.

### Entering the Building

#### **Exhibitor Check-In (Thursday & Friday) & Photo Exhibit Setup on Thursday**

If you are scheduled to volunteer at exhibitor check-in or photo exhibit setup, you will need to enter from the loading dock entrance behind the Exhibition Hall. The easiest way to find this entrance is to park in the South Lot. *(See enclosed map for exact location.)* The exhibitor check-in table will be located just inside the loading dock doors where your captain will meet you for training and orientation.

#### **Early Bird Shifts**

*(Early bird shifts start before 11:30 a.m. Friday, 9 a.m. Saturday and 10 a.m. Sunday)*

The main visitor entrances will be closed, so you'll need to enter from the loading dock entrance behind the Exhibition Hall. (See above for parking tips.) Walk through the loading area (NOT the regular entrance with glass doors). Look for signs to guide you. Make your way through the exhibition floor to the lobby. Take a left and go down the hallway and use the stairs or elevator to locate volunteer check-in on the second floor/mezzanine.

#### **All Other Shifts**

Enter the Exhibition Hall through the main visitor entrances.

## Check-In and Training

Volunteer check-in is located on the mezzanine above the lobby. Once you've checked in you will be directed to a table where your captain will meet you. Your captain will either begin training in the volunteer lounge or take you to your work station and train you there.

If you are unable to make it to the mezzanine due to physical limitations, please let us know in advance and we'll make arrangements for your captain to meet you on the main floor.

## FAQ

### When should I show up?

The enclosed schedule letter shows the time of your job assignment. Training and orientation begin at the start of your shift. Please make your best effort to arrive at volunteer check-in by your scheduled start time.

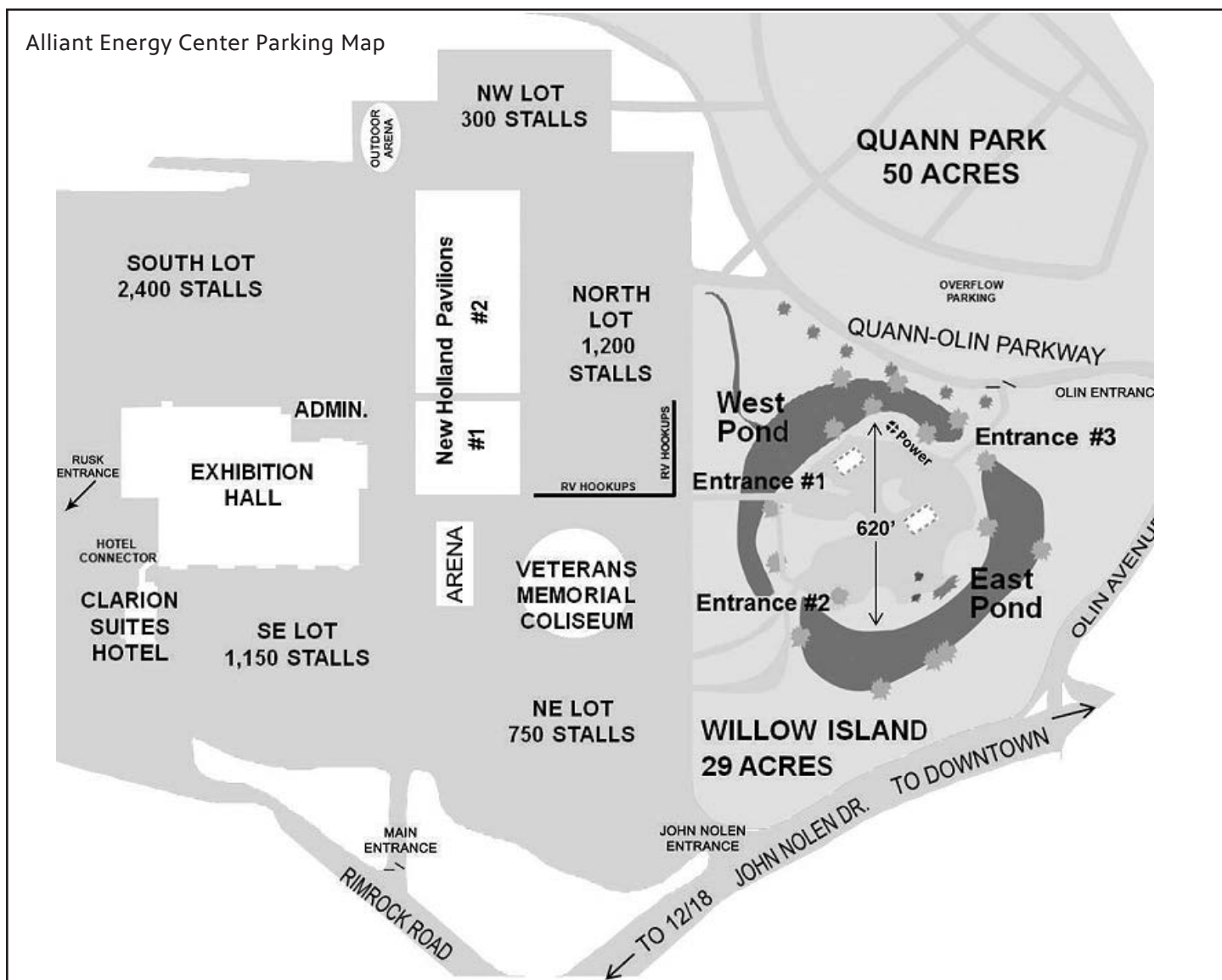
### Is food available?

Yes. Beverages and light snacks will be provided before and after your shift in the volunteer lounge on the mezzanine level. Additional food is available for purchase at snack bars and the Bistro in the lobby. The Bistro is open Friday – Sunday and offers hot entrées and comfortable seating. Snack bars located on the exhibition floor offer pizza, hot dogs, wraps and other small snacks.

### Where do I leave my things?

We recommend leaving your valuables at home or locked in your car. Volunteer check-in is not staffed throughout the event.

## Alliant Energy Center Parking Map



## Additional FAQ

### What should I wear?

Dress **casually** and wear **comfortable shoes**. Please **dress warmly** if you're volunteer-ing for one of the following jobs:

*Exhibitor Check-in, Greeters, Hand Stampers, Floaters, Raffle & Information Desk, Quilt Show Info Booth, Ticket Sales, Ushers, Exhibitor Entrance Attendant, Workshop Assistant.*

You will be stationed near the doors and the temperature can get very chilly!

### Seminar and Demo Assistants

**Please bring a watch!** An important part of your job is making sure that sessions begin and end on time. Not every presentation area has a clock.

### What if I need to change my schedule?

If you are unable to volunteer or there is an error in your schedule, please contact the PBS Wisconsin Volunteer Office at **608-265-4436** or via e-mail at **volunteer@pbswisconsin.org** at least **24 hours before your shift** so a replacement can be scheduled.

If you are unable to come, please return your parking passes and admission ticket to the address listed below.

**Volunteer Office**  
**PBS Wisconsin**  
**821 University Ave.**  
**Madison, WI 53706**

### Can I bring a cell phone?

It is helpful to carry a cell phone with you during your shift. When you check in for your shift you will receive instructions and a phone number to call in case of an emergency. Cell phones and electronic devices should only be used for volunteering purposes during your shift.

## Thank You!

 **PBS Wisconsin**